

Registration Form

It's Easy to Register

REGISTRATION INFORMATION

Important – All **bold faced** fields must be filled out

Legal Last Name: _____

Maiden Name (if applicable): _____

Legal First Name: _____

Legal Middle Name: _____

Preferred First Name (if different from legal): _____

Male **Female**

Date of Birth: M _____ /D _____ /Y _____

Mailing Address: _____

City/Town: _____ **Prov:** _____ **Postal Code:** _____

Home #: (____) _____ **Daytime #:** (____) _____

Email: _____

Course Information

Course Name(s): _____

Course #(s): _____

Method of Payment

_____ Cheque (Payable to Red Deer College)

_____ PO # (please attach copy of PO):

_____ Credit Card: _____ Visa _____ Mastercard _____ American Express

Name on Credit Card: _____

Credit Card #: _____

Expires: _____ mm/yy

Cardholder's Signature _____ Date _____

I agree to receive messages from RDC's School of Continuing Education related to courses, programs and other learning opportunities. You may withdraw your consent at any time. Refer to our privacy policy or contact us for more details.

FOIPP Statement

The personal information you provide is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. The information will be used by the School of Continuing Education for purposes including registrations, providing tax receipts, recruitment, distributing follow-up educational information, college research and statistical reporting. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained in accordance with Information Management policy and guidelines. If you have any questions about the collection and use of this personal information, please contact the School of Continuing Education, Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.356.4900.

Waiver

By payment of the registration fee, the participant Accepts the risks of physical injury normal to the course or activity in which they are registered.

Signature: _____ Date: _____

ONLINE

www.rdc.ab.ca/continuing-education
email: reg.coned@rdc.ab.ca

PHONE

403.357.3663
1.888.886.2787

MAIL

this form to:
Red Deer College
Attn: Registrations
Box 5005
Red Deer, Alberta
T4N 5H5

FAX

this form to:
403.357.3660

IN PERSON

In Person (Registrar's Office)
Mon – Fri,
8:30 am – 4:30 pm

METHODS OF PAYMENT

We accept:
• Visa / Mastercard / American Express
• Cheques
• Cash

Cancellations, Transfers, Withdrawals & Refunds

Full refunds are available if the School of Continuing Education cancels a course. If you must withdraw or transfer from a course, please notify us at least two business days before the course begins and we will attempt to accommodate you into another course or issue you a refund less a \$30 withdrawal fee. Registration transfer requests and withdrawals after the terms stated above will not be eligible for a refund. These standards apply to the majority of the School of Continuing Education courses. Any exceptions will be noted with the specific course information. The School of Continuing Education reserves the right to cancel courses due to insufficient enrolment.

T2202A – Available Online

In an effort to improve RDC's "green" initiatives, T2202As will no longer be mailed to eligible participants. T2202As can be accessed online by entering The Loop located on the RDC website, www.rdc.ab.ca. You will be prompted for your User Name (located in the top right hand corner of your statement) and Password. If this is your first time using The Loop, your Password is set to a 9 digit format YYYYmmDD (eg. 1986May01). Questions? cashier@rdc.ab.ca

Dates, times and location are subject to change. Every effort will be made to notify students in a timely manner.